

CERTIFICATE OF DISTRIBUTION

(Return completed form to the Attorney General)

Under the terms of KRS 15.257, enacted by the 2005 General Assembly and available for review on the Legislative Research Commission's website at <http://www.lrc.ky.gov/record/05rs/HB77.htm>, the Attorney General must distribute information about the open records and open meetings laws ("Your Duty Under the Law") and proper records management ("Managing Public Records") to all county judge/executives, mayors, county attorneys, city attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities. Pursuant to KRS 15.257, the Attorney General distributed this information in September 2005, and the information is available for review at <http://ag.ky.gov/oromalert>. Pursuant to KRS 65.055(1), 160.395(1), and 164.465(1), these public officials must distribute "Your Duty Under the Law" and "Managing Public Records," either electronically or in hard copy, to each newly elected official or elected or appointed member described below within sixty days of his or her election or appointment:

For **County Judge/Executives, Mayors, City Attorneys, County Attorneys**, this includes "each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts."

For **Superintendents of Public School Districts and School District Attorneys**, this includes "each elected school board member and each school based decision making council member."

For **Presidents of State Postsecondary Educational Institutions and University Counsel**, this includes "each board of regents or governing board member of their university."

County judge/executives, mayors, school superintendents, and university presidents, or their designees, must also certify to the Attorney General that they have distributed "Your Duty Under the Law" and "Managing Public Records" as required. This is an ongoing duty.

This form satisfies the requirement that all county judge/executives, mayors, school superintendents, and university presidents, or their designees, certify to the Attorney General that "Your Duty Under the Law" and "Managing Public Records" have been properly distributed

I certify that I have distributed "Your Duty Under the Law" and "Managing Public Records" to all newly elected officials and newly elected or appointed members within sixty days of their election or appointment.

Signature: _____

Name (printed or typed): _____

Name of Public Agency: _____

Your position or function: _____

Agency Address: _____

Agency Phone: _____

Agency E-mail: _____

RETURN COMPLETED FORM TO:

Jan Velez
Office of the Attorney General
700 Capitol Ave., Room 118
Frankfort, KY 40601-3449
(502) 696-5628